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## Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 10 September 1957

FROM : Chief, Clerical Training

25X1

SUBJECT: Report Number 37, Week of 3 - 9 September 1957

25X1

1. Numbers in Clerical Induction Training. During the week of 3 September there were  people in Clerical Induction Training. Of these  were entering for the first time. 25X1

2. Numbers in Clerical Orientation Training. There were  people in Clerical Orientation for the week of 3 September.

3. Results of Official Agency Testing Administered by Clerical Induction. The results of the tests administered to the entrance-on-duty employees for the week of 3 September were as follows: 25X1

	Tested	Qualified	
Shorthand			25X1
Typewriting			

4. Clerical Refresher Training Program Number 72 Begins. Clerical Refresher Training Program 72 began on Monday, 9 September 1957 with students enrolled from the following Agency components: DDP,  DDS,  DDI,  DCI,  The total students enrolled are  25X1

5. Clerical Refresher Training Resumes Classes. Clerical Refresher Training continues its instruction of courses with Program 72 (9 September - 4 October) after classes scheduled for Program 71 (5 - 30 August) were cancelled. The reason for the temporary discontinuance was that it became necessary for the instructors to assist both Clerical Induction Training and Clerical Orientation Training, which lacked manpower to cope with the heavy loads of incoming personnel. The present enrollment in Clerical Refresher Training consists of students ranging from GS-3 to GS-12. 25X1

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6. Lack of Electric Typewriters Created Scheduling Problems. Clerical Refresher Training encountered difficulties in scheduling students for typing classes because of an insufficient number of electric typewriters. Of the [ ] students enrolled, [ ] use electric machines in their offices and therefore desired to be trained on electric typewriters. In addition [ ] others considered it advantageous to be trained on them as they anticipated their use in the near future. At present, the area is equipped with only [ ] electric typewriters, which can take care of [ ] students in two classes. This means that, during this term, only 50 per cent could be accommodated.

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7. Clerical Training Staff Members on Annual Leave. Mrs. [ ] Instructor, Clerical Induction Training, is on leave for two weeks from 9 September through 20 September. Mrs. [ ] Instructor, Clerical Induction Training, [ ] returned to duty from her two-week vacation on 9 September 1957.

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8. Office of Personnel Withdraws its Employees from Clerical Refresher Training. Because of the time consumed in traveling on shuttle buses from Curie Hall to 1016 16th Street, the Office of Personnel has withdrawn its employees from the present program of Clerical Refresher Training. For this same reason the decision has been made that hereafter there will be no enrollment in Clerical Training classes until the training facilities become more convenient.

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